Optimizing NCIR Chapter 4

In this chapter:

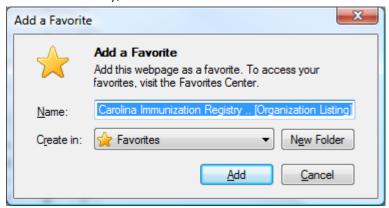
Creating Favorites and Shortcuts Optimizing Browser Performance Running Reports with Acrobat® Reader Efficient Screen Navigation

Creating Favorites and Shortcuts

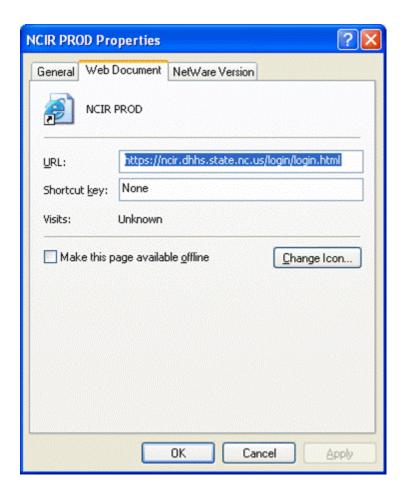
To access NCIR quickly, we recommend you set up a shortcut icon for the NCIR Login screen, set NCIR as a favorite (also known as a bookmark), or set NCIR as your browser's home page.

Adding NCIR to Favorites (Internet Explorer):

- 1. Click File and choose Open.
- 2. Type in the NCIR Web address, https://ncir.dhhs.state.nc.us
- 3. Accept any security or certificate warnings.
- 4. Once at the NCIR Login screen, prior to entering any information, click on Favorites on your browser's menu bar (or select the Favorites button), select Add to Favorites.



- 5. Change favorite Name to North Carolina Immunization Registry and press Add .
- 6. The North Carolina Immunization Registry should now appear on your browser's list of favorite sites.
- 7. From your favorites list, right click on the NCID Login Page link and select Properties. Type in the NCIR Web address, https://ncir.dhhs.state.nc.us in the URL field. Press



Creating a NCIR Login Shortcut on Your Desktop (Internet Explorer):

Once you add the North Carolina Immunization Registry page as a favorite, you may copy it as a shortcut to your computer's desktop. Once the shortcut is created, simply double-click on it to open your browser to the NCIR Login screen. To create a NCIR Login shortcut:

- 1. Click on Favorites and right-click on the North Carolina Immunization Registry favorite.
- 2. Click on Send To and then Desktop (create shortcut).

If there is no Desktop option under the Send To pop-up menu, do the following:

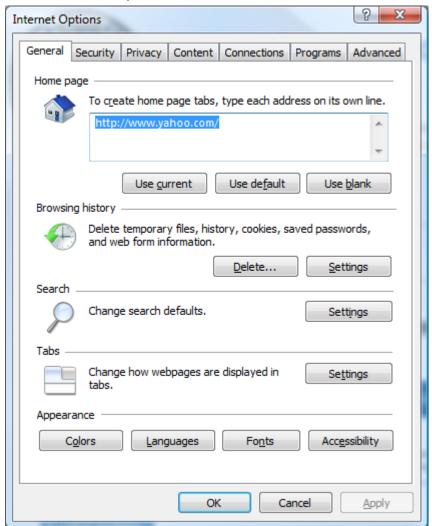
- 1. After right-clicking on the North Carolina Immunization Registry Page favorite, choose Copy.
- 2. Minimize the Internet Explorer screen.
- 3. Choose an open area on your desktop and right-click.
- 4. Choose Paste Shortcut.

Alternately, you may set a shortcut by doing the following:

- 1. At the NCIR Login screen, before entering any data choose File from the menu bar.
- 2. Click on Send and Shortcut to Desktop.

Setting NCIR Login as Your Browser's Home Page (Internet Explorer):

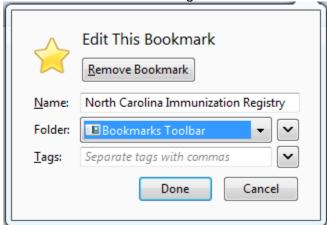
- 1. At the NCIR login screen, before entering any data choose Tools from the menu bar.
- Click on Internet Options.



- 3. In the Internet Options box, click on the General tab.
- Use current 4. On the Home Page section of the box, press
- OK 5. Press

Adding a NCIR Bookmark (Mozilla Firefox):

- 1. Click <u>File</u> and choose Open Web <u>L</u>ocation.
- Type in the NCIR Web address https://ncir.dhhs.state.nc.us, Press Enter.
- 3. Accept any security or certificate warnings.
- 4. Once at the login screen, right-click on the browser's menu bar (top right) and select View Bookmarks
 Toolbar, if unchecked. Also select the Menu Bar, if unchecked.
- 5. Select Bookmarks, Bookmark This Page or double left-click on the star icon in the Navigation Toolbar.



Use the following criteria:

Name: North Carolina Immunization Registry

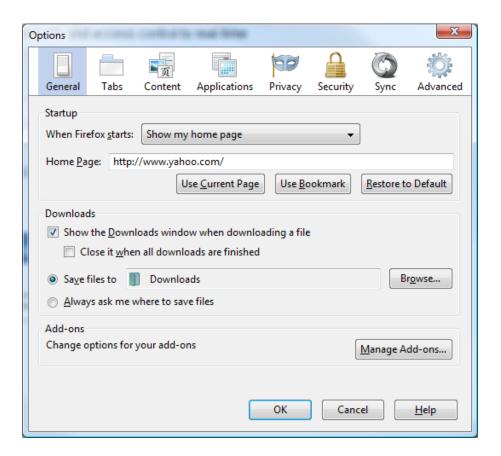
Folder: Bookmarks Toolbar



- 6. The North Carolina Immunization Registry Page should now appear on your Bookmarks Toolbar below the Navigation Toolbar.
- 7. From your bookmarks list, right-click on the NCID Login Page link and select Properties. Type in the NCIR Web address, https://ncir.dhhs.state.nc.us in the Location field. Press OK.

Setting NCIR Login Page as Your Browser's Home Page (Mozilla Firefox):

1. At the NCIR Login Page before entering any data, click Tools and choose Options.



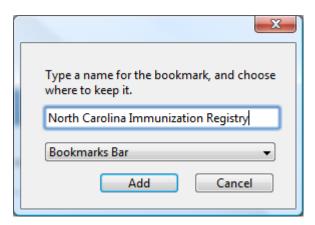
- Use <u>Current Page</u> 2. In the General section, press to make the page currently displayed in the browser window your home page.
- OK 3. Press

Adding a NCIR Bookmark (Apple Safari):

- 1. Click File and choose Open Web Location.
- 2. Type in the NCIR Web address https://ncir.dhhs.state.nc.us, Press Enter.
- 3. Accept any security or certificate warnings.
- 4. Once at the login screen, left-click on the icon on your browser's menu bar (top right) and select Show Bookmarks Toolbar, if not visible. Also select the Show Menu Bar, if not visible.

NOTE: Hide Bookmarks Toolbar or Hide Show Menu Bar will appear in drop-down if the bars are already visible.

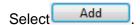
5. Select Bookmarks from the Menu Bar, Add Bookmark or select the icon on the Navigation Toolbar.



Use the following criteria:

Name: North Carolina Immunization Registry

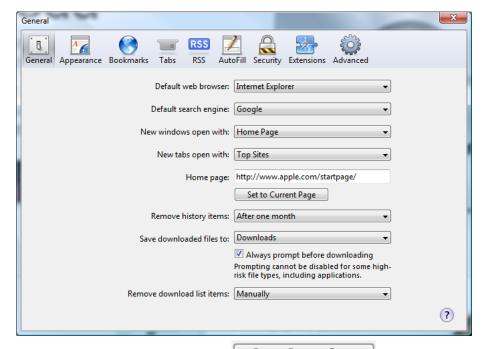
Bookmarks Bar



- 6. The North Carolina Immunization Registry Page should now appear on your Bookmarks Toolbar below the Navigation Toolbar.
- 7. From your bookmarks list, right-click on the NCID Login Page link and select Edit Address. Single left-click on the North Carolina Immunization Registry address. Type in the NCIR Web address, https://ncir.dhhs.state.nc.us in the Address column. Select the North Carolina Immunization Registry from the Bookmark Bar under the Navigation Toolbar.

Setting NCIR Login Page as Your Browser's Home Page (Apple Safari):

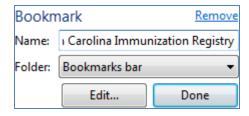
1. At the NCIR Login Page before entering any data, click Edit and choose Preferences.



- Set to Current Page 2. In the General section, press to make the page currently displayed in the browser window your home page.
- 3. Press

Adding a NCIR Bookmark (Google Chrome):

- 1. Click File and choose Open Web Location.
- 2. Type in the NCIR Web address https://ncir.dhhs.state.nc.us, Press Enter.
- 3. Accept any security or certificate warnings.
- 4. Once at the login screen, left-click on the icon on your browser's menu bar (top right) and select Tools, Always show bookmarks bar, if unselected.
- 5. Double left-click on the star icon in the Navigation Toolbar.



Name: North Carolina Immunization Registry

Folder: Bookmarks bar

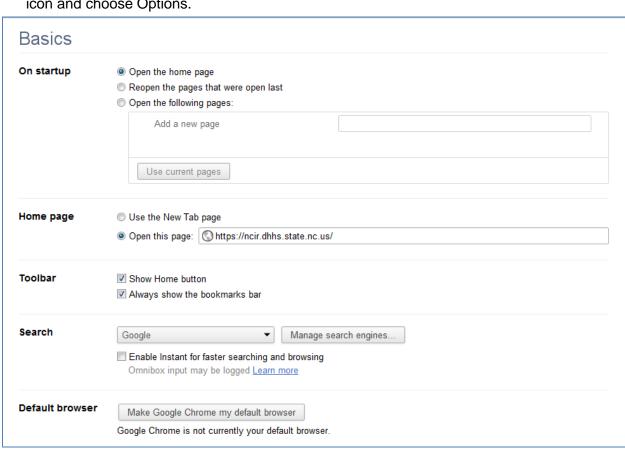
Done Select

- 6. The North Carolina Immunization Registry Page should now appear on your Bookmarks Toolbar below the Navigation Toolbar.
- 7. From your bookmarks list, right-click on the NCID Login Page link and select Bookmark Manager. Right-click on the North Carolina Immunization Registry and select Edit. Type in the NCIR Web address, https://ncir.dhhs.state.nc.us in the Address column. Select the North Carolina Immunization Registry from the Bookmark Bar under the Navigation Toolbar.

Setting NCIR Login Page as Your Browser's Home Page (Google Chrome):

1. At the NCIR Login Page before entering any data, click the icon and choose Options.





- Under Home page in the "Open this page:" field, type in the NCIR Web address, https://ncir.dhhs.state.nc.us.
- 3. Under Toolbar check the Show Home button, if unselected.
- 4. Close the Tab.

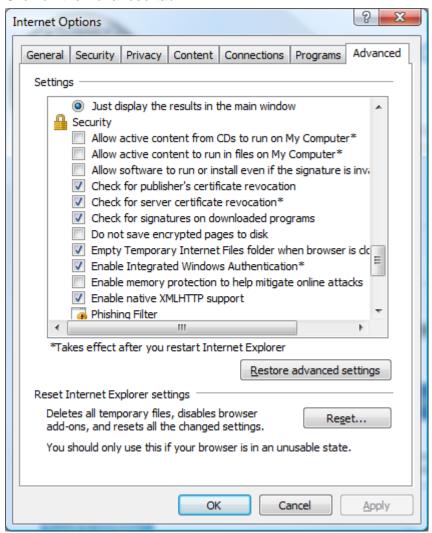
Optimizing Browser Performance

Unless instructed to do otherwise, your browser will automatically save a copy of each new Web page you visit to your computer's hard drive. Over time, these saved files can slow down your browser's performance. To avoid this problem, you may set your browser to automatically delete the temporary Internet files each time the browser is closed.

Deleting Temporary Internet Files (Internet Explorer)

To automatically delete all temporary Internet Files each time Internet Explorer is closed, follow these steps:

- 1. Click on Tools on your browser's menu bar.
- Choose Internet Options.
- 3. Click on the Advanced tab.



4. Scroll down the list until you see the Security heading.

- 5. Put a check mark next to the command, "Empty Temporary Internet Files folder when browser is closed."
- OK 6. Press

Clearing History Files (Internet Explorer)

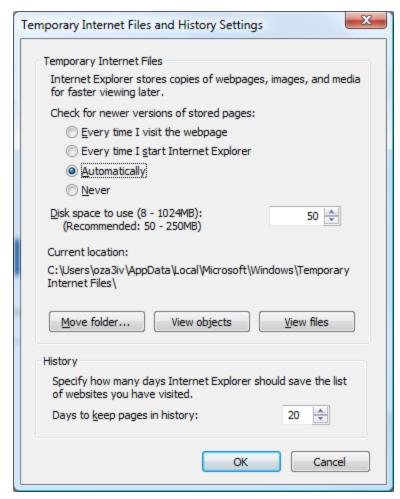
- 1. Click Tools on your browser's Menu Bar.
- Choose Delete Browsing History.



- Delete <u>a</u>ll... Delete history... 3. Press and/or to remove all previously visited Web pages from the lists.
- Yes 4. Select

Pages in History Settings (Internet Explorer)

- 1. Click Tools and choose Internet Options.
- <u>S</u>ettings 2. Under Browsing History choose

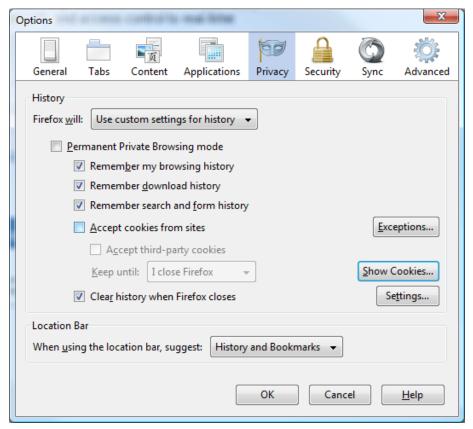


- To limit how long pages remain in the History list, click the field next to "Days to keep pages in history:" and type in a number of days.
- 4. Press OK

Deleting Temporary Internet Files (Mozilla Firefox)

To automatically delete all temporary Internet Files each time Mozilla Firefox is closed, follow these steps:

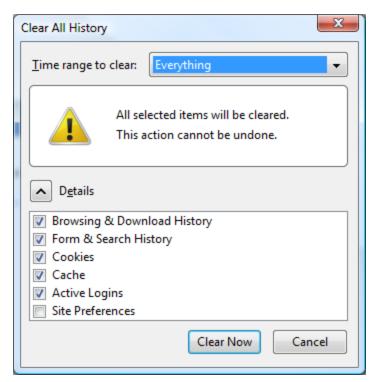
- 1. Click on Tools on your browser's menu bar.
- 2. Choose Options.



- 3. Select the Privacy tab, and then Firefox will: Use custom setting for history.
- 4. Uncheck Permanent Private Browsing mode and check Clear history when Firefox closes.
- OK 5. Press

Clearing History Files (Mozilla Firefox)

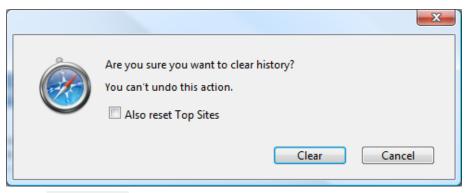
- 1. Click Tools on your browser's Menu Bar.
- 2. Choose Clear Recent History.



- 3. Select Time range to clear: Everything will remove all previously visited Web pages from the lists.
- Clear Now 4. Select

Clearing History Files (Apple Safari)

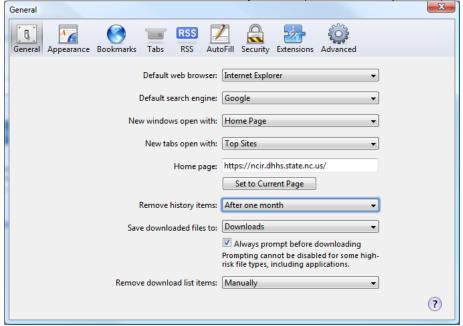
- 1. Click Tools on your browser's Menu Bar.
- 2. Choose Clear History.



Clear 3. Select

Pages in History Settings (Apple Safari)

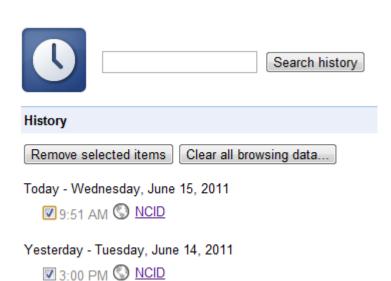
- 1. Click Edit and choose Preferences.
- Under General tab Remove history items: (choose from pick-list).



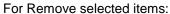
3. Press

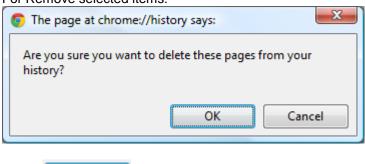
Clearing History Files (Google Chrome)

- 1. Click Tool icon and select History.
- 2. Choose Edit items...



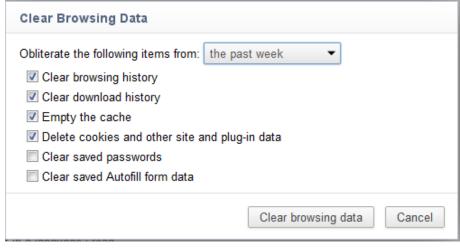
3. Select items and hit the Remove selected items button or Clear all browsing data... to clear all history.





	OK I
Select	<u> </u>
COICOL	

For Clear all browsing data:



Operating in Full-Screen Mode (All Browsers)

Clear browsing data

To view most elements of NCIR with a minimal amount of scrolling, set your browser to full screen mode by pressing F11 on your keyboard. This mode gives you minimal browser commands and maximum viewing area for NCIR screens. To return to normal screen mode, press F11 again.

Running Reports with Adobe Acrobat Reader®

NCIR uses Adobe Acrobat Reader® version 4.01 or newer to display reports in portable document file (PDF) format. This format allows you to print reports exactly as they appear online.

Select

Running Acrobat Reader® Files

The first time a report is displayed using Acrobat Reader®, a window may appear asking whether you want to run the file or save the file to disk. Choose "Run the file" and "Do not display this message again."

If you try to print a report in Acrobat® and find that some of the text is illegible, choose <u>File</u>, Preferences, and <u>General on the Acrobat®</u> menu bar. In the General Preferences dialog box, make sure the "Smooth Text and Images" box is checked.

Problems Running Reports in Acrobat®

If, while using Adobe Acrobat Reader® 4.01, you get a small icon resembling a segmented cube and the report does not display, Acrobat Reader® needs to be opened in a separate window. To do this, follow these steps:

- 1. Press the Start button on the lower left corner of your computer screen.
- 2. Click on Programs.
- 3. Click on Adobe Acrobat® 4.01.
- Click on Acrobat Reader® 4.01.
- 5. On the Acrobat Reader® menu bar, click on File.
- 6. Choose Preferences.
- 7. Choose General.
- 8. Under Options, uncheck Web Browser Integration.
- 9 Press OK

Try running your report again. If you continue to have problems, contact the NCIR Help Desk at 1-877-USE-NCIR (1-877-873-6247).

File Transfer Protocol Server Access

When running reports and data downloads, NCIR queries a File Transfer Protocol (FTP) server to read the file. If your network has blocked FTP access for any reason or if FTP wasn't installed with your browser, you will be unable to run reports or download data. Contact your information systems (IS) staff if you suspect your FTP access is blocked.

Efficient Screen Navigation

Microsoft® Windows® often allows users several ways to accomplish certain tasks. Because NCIR runs under Windows®, it also allows users to use these methods to enter data. Learning the shortcuts in this section will help you increase your efficiency when entering data

in NCIR, particularly by reducing the number of times you will need to switch from keyboard to mouse. These shortcuts will work in almost all Microsoft® software, not just Internet Explorer.

Keyboard Shortcuts in NCIR

Read the explanation for the shortcut in question for more information.

Deleting data: When a field or a portion of a field is highlighted,

typing something deletes the highlighted

information and replaces it with the characters you typed. If you hit the Delete or Backspace key, the highlighted information is deleted. To place the cursor in a specific position within highlighted text, position the cursor where you want it and click the

left mouse button once.

Tab: The Tab key advances the cursor to the next field.

Internet Explorer moves through the fields in the order specified by the Web page. When the cursor reaches the last field, it advances back to the first

field on the screen when Tab is pressed.

Shift+Tab: Holding down the Shift key and pressing the Tab

key will bring the cursor back to the previous field. In Internet Explorer, the cursor will go back to the

previous field defined by the Web page.

Enter: In most cases, the Enter key will complete entry of

information on the current screen. Most screens have a default button that is activated when the Enter key is pressed — this button could be called

Save, Submit, OK, etc.

←(Left Arrow): The left arrow moves the cursor one character to

the left.

→ (Right Arrow): The right arrow moves the cursor one character to

the right.

Ctrl+←: Holding down the Ctrl key and pressing the left

arrow key moves the cursor one word to the left.

Ctrl+→: Holding down the Ctrl key and pressing the right

arrow key moves the cursor one word to the right.

Ctrl+A: Holding down the Ctrl key and pressing the A key

will select all the text in the current field.

Ctrl+C: Holding down the Ctrl key and pressing the C key

> will copy all highlighted text in the current field to the clipboard without changing the highlighted field.

Ctrl+V: Holding down the Ctrl key and pressing the V key

will insert ("paste") the contents of the clipboard at

the current cursor position.

Ctrl+X: Holding down the Ctrl key and pressing the X key

will cut all highlighted text from the current field and

place it on the clipboard.

Delete: This key deletes the character to the right of the

cursor. If the field is highlighted, all highlighted text

is deleted.

Backspace deletes the character to the left of the Backspace:

cursor. If the field is highlighted, all highlighted text

is deleted.

Home: The Home key positions the cursor to the left of the

first character in the field.

The End key positions the cursor to the right of the End:

last character in the field.

Shift: Using the Shift key in conjunction with any key

> affecting cursor position will highlight all characters in the field between the starting cursor position and the ending cursor position. For example, if the cursor is at the end of a field and Shift+Home is typed, the cursor is repositioned to the left of the

beginning of the field and the entire field is

highlighted.

Ctrl: Using the Ctrl key in conjunction with any key

> affecting cursor position will move the cursor all the way to either end of the field, or the next space in the indicated direction. Using the Ctrl and Shift keys simultaneously not only moves the cursor, but also highlights all text in the field between the starting cursor position and the ending cursor position.

Space: When the cursor is at a check box, the Space bar

toggles the check mark on and off.

Mouse Shortcuts in NCIR

Unless otherwise specified, mouse clicks refer to the left mouse button. To position the cursor, click the mouse in the desired field. Clicking in a field: Clicking in a field will place the cursor in that position.

Double clicking in a field: When a field contains one character string with no spaces, you may highlight the entire field by double clicking anywhere in the field. If the field contains words separated by spaces, double clicking highlights only the word at which the cursor is pointing.

Triple clicking in a field: When a field contains words separated by spaces, the entire field may be highlighted by triple clicking anywhere in the field.

Dragging the mouse: To highlight a field, hold down the left mouse button within a field and drag the mouse across the field.

Right clicking in a field: When you right click in a field, NCIR displays a pop-up menu with various options. If any items are grayed out, there is either no text currently selected or no text is currently on the clipboard. The pop-up menu options are as follows:

Undo: Undo reverses your last action. Undo may be repeated

several times.

Cut: Cut deletes all highlighted text in the current field and

places it on the clipboard.

Copy: Copy duplicates all highlighted text in the current field

on to the clipboard without changing the highlighted

field.

Paste: Paste inserts the contents of the clipboard into the

current field.

Delete: Delete removes the highlighted text without placing it

on the clipboard.

Select All: Select All highlights all text in the current field.